

Checklist for leaders

- ☐ Post the agenda at the beginning of every session.
- ☐ Keep to the time limits for each activity in the workshop.
- ☐ Have each participant make an action plan in every session and give feedback in Sessions 2-6. **DO NOT SKIP THESE.**
- ☐ If people are reluctant to participate in activities, gently encourage but do NOT force their participation.
- ☐ Remember to **MODEL** appropriately, especially in making an action plan and giving feedback, by always starting with yourself.
- ☐ Do not talk about yourself for more than one minute when using personal examples.
- ☐ Encourage question-asking; if you do not know the answers, tell the participant(s) you will find out and report back next week. Call your program coordinator for answers
- ☐ Monitor discussion to prevent individual monopoly.
- ☐ Keep discussions directed toward the subject.
- ☐ Encourage workshop participants to examine their own experiences and to share these with the group.
- ☐ Problems should be discussed by the group first (i.e., brainstorm solutions).
- ☐ Reinforce verbally or non-verbally (with nods of head, etc.) every person, every session.
- ☐ If someone misses a session, call to determine the problem (be careful not to ask yes/no questions).
- ☒ **Do NOT add anything to the workshop and do NOT bring in outside speakers!**
- ☐ If you have questions or problems, notify your program coordinator.